

Chapter 6

Cash Control

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Cash Control: Introduction

The Cash Control section allows you to enter the beginning balances for the fiscal year. In addition, you can reconcile your CTAS system to your bank statement in the Cash Control section.

Accessing the Cash Control Section

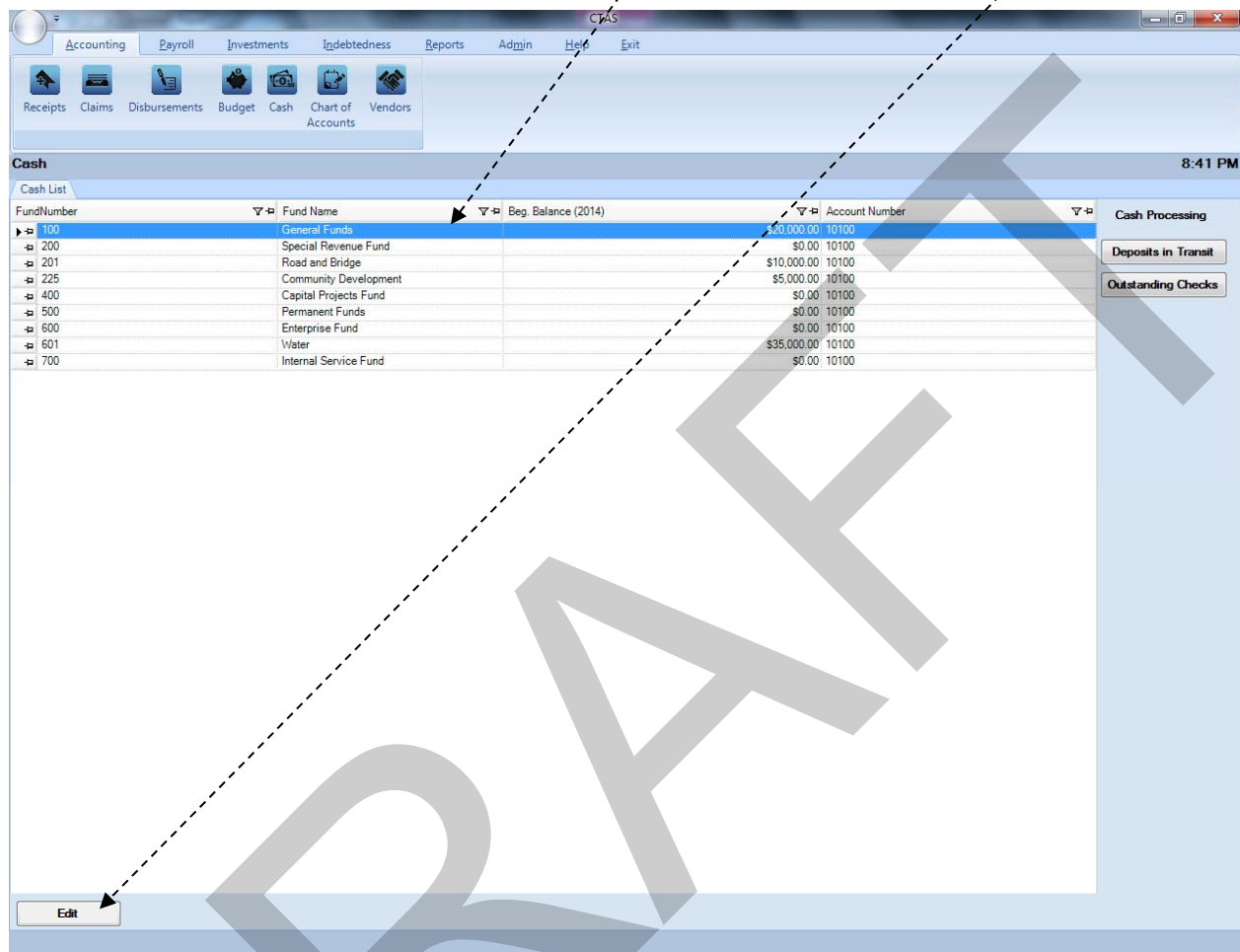
Select the Accounting tab in the Task Bar, then click on the Cash icon. The Cash screen, as shown below, will appear.

FundNumber	Fund Name	Beg. Balance (2014)	Account Number
100	General Funds	\$20,000.00	10100
200	Special Revenue Fund	\$0.00	10100
201	Road and Bridge	\$10,000.00	10100
225	Community Development	\$5,000.00	10100
400	Capital Projects Fund	\$0.00	10100
500	Permanent Funds	\$0.00	10100
600	Enterprise Fund	\$0.00	10100
601	Water	\$35,000.00	10100
700	Internal Service Fund	\$0.00	10100

The Edit button allows you to enter the beginning balances. The Cash Processing buttons are used when reconciling the bank statement.

Cash Control: Entering the Beginning Balances

To begin entering beginning balances, highlight the fund and click the Edit button.



Cash Control: Entering the Beginning Balances (continued)

After clicking the Edit button, the Fund selected tab will open:

The screenshot displays the CTAS software interface. At the top, there is a menu bar with options: Accounting, Payroll, Investments, Indebtedness, Reports, Admin, Help, and Exit. Below the menu is a toolbar with icons for Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, and Vendors. The main window is titled 'Cash' and shows a 'Cash List' with 100 items. The selected fund is Fund Number 100, Fund Name General Funds, Fund Creation Date 03/03/2014, Account Number 10100, and Current Balance \$161765.00. The 'Beginning Balance' section shows a 'Fund Amount' of \$20,000.00 and a 'Fiscal Year' of 2014. There are 'Save' and 'Cancel' buttons at the bottom right.

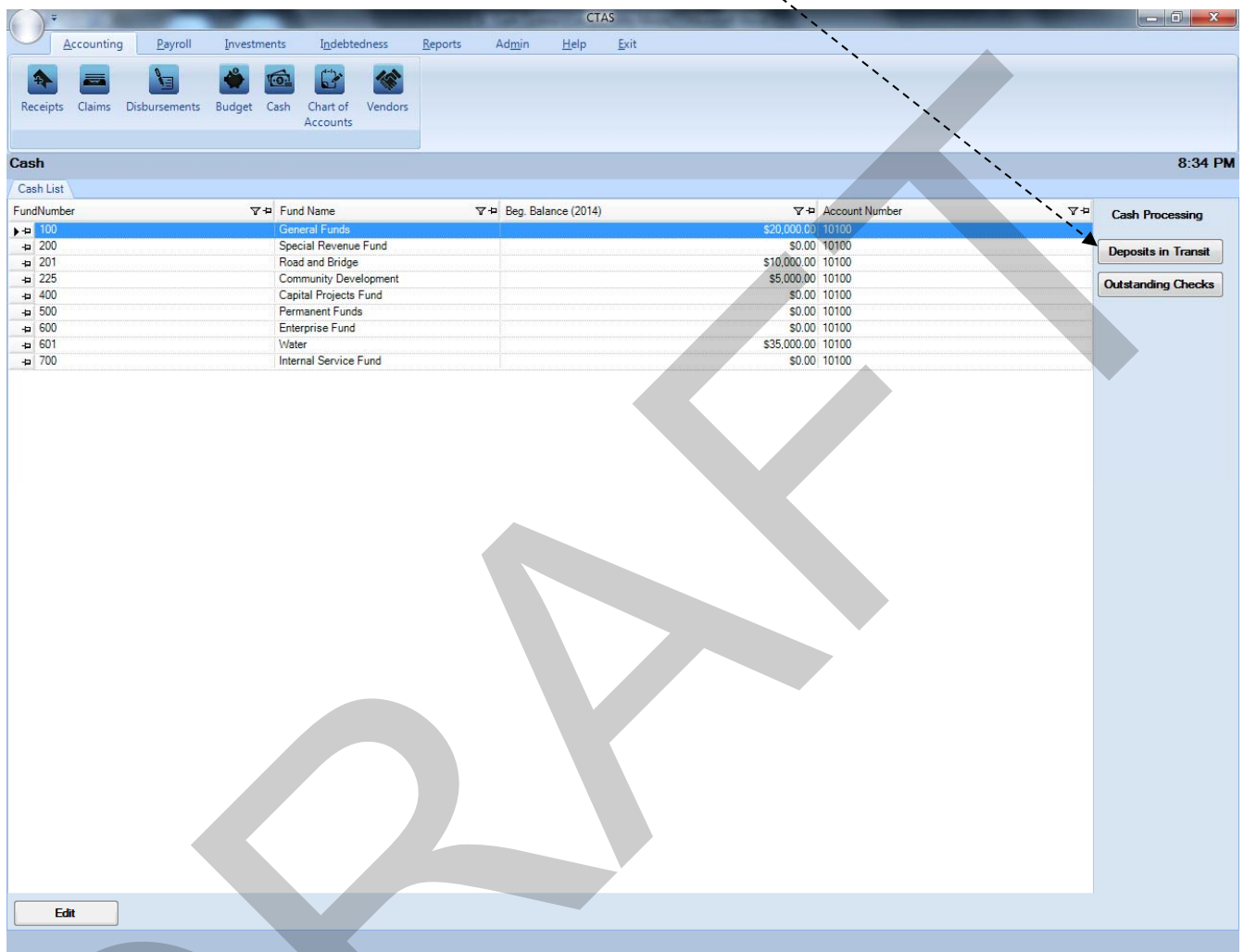
When the Fund tab opens, complete the following steps:

- Enter the beginning balance for each fund in the Fund Amount box.
- Select the Fiscal Year for the beginning balance.
- Click the Save button.

Note: In CTAS, changes made to transactions in prior years will not affect the beginning balances. You will need to edit the beginning balances if the changes to prior year transactions would increase or decrease the beginning balances for the current fiscal year.

Cash Control: Reconciling the Bank Statement

To reconcile the bank statement, click the Deposits in Transit button on the Cash screen.



Cash Control: Reconciling the Bank Statement (continued)

After clicking the Deposits in Transit button, the following screen will appear:

Deposits In Transit

DepositID	Amount
(01/02/2014) -	\$20,120.00
(01/15/2014) -	\$15.00
(01/29/2014) -	\$9,100.00
(02/02/2014) -	\$10.00
(03/31/2014) -	\$505.00
(04/02/2014) -	\$5,000.00
(04/10/2014) -	\$5,000.00
(04/23/2014) -	\$25,000.00
(05/14/2014) -	\$1,000.00
(07/18/2014) -	\$15.00
(07/21/2014) -	\$172,200.00

Cleared Deposits

DepositID	Amount
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Buttons: >, >>, <, <<, Save, Close

Get Cleared Deposits

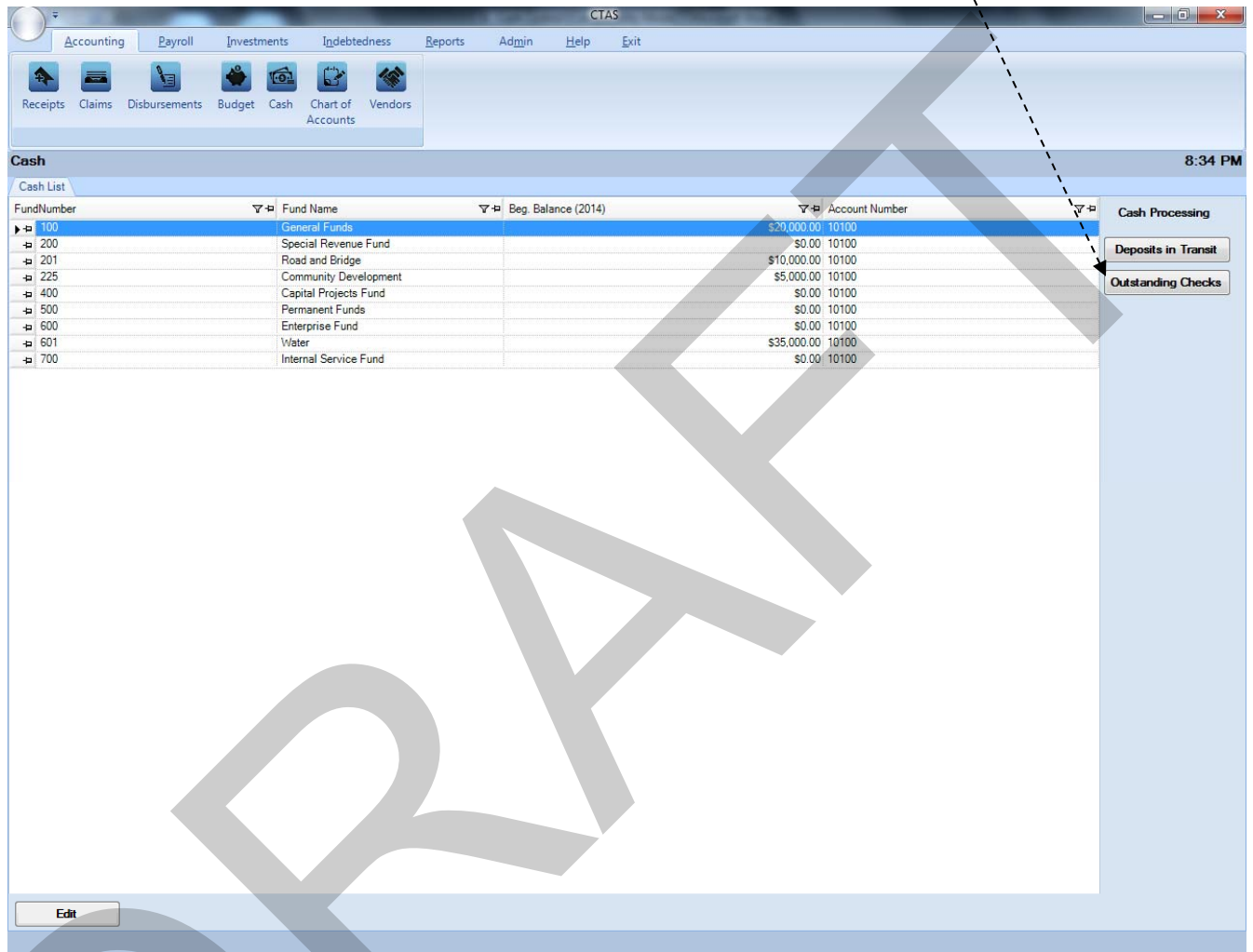
On the Deposit In Transit screen:

- Select and move all of the deposits that have cleared the bank from the Deposits in Transit box to the Cleared Deposits box. The “>” button will move the individually-highlighted deposit(s); the “>>” button will move all deposits. You can also move an individual deposit by double-clicking on the deposit. The “<” and “<<” buttons allow you to move deposits out of the Cleared Deposits box. Click the Save button when all of the deposits that have cleared the bank have been moved to the Cleared Deposits box. Then close the Deposit in Transit screen.

Note: The Get Cleared Deposits button is a search feature that allows you to select a range of dates, then display all deposits in that range that have been cleared within the date range selected.

Cash Control: Reconciling the Bank Statement (continued)

After you are finished with the Deposits in Transit, click on the Outstanding Checks button on the Cash screen.



Cash Control: Reconciling the Bank Statement (continued)

The following screen will appear:

Outstanding Checks

Cleared Checks Date Range
 Start Date: 07/01/2014 End Date: 07/31/2014
 Get Cleared Checks

Check#	Vendor	Amount
101	WE Energies	\$255.00
102	Shirley Jones	\$25.00
103	Post Master	\$60.00
IAD1	CD	\$5,000.00
104	Post Master	\$25.00
105	Telephone Company	\$58.00
106	WE Energies	\$295.00
107	Northem Tool	\$300.00
TSF422014	Road and Bridge Fund	\$5,000.00
108	Telephone Company	\$80.00
109	WE Energies	\$190.00
110	Credit Union	\$300.00
IAD2	CD	\$5.00
111	Post Master	\$1,000.00
112	Public Safety	\$10,000.00
113	Diamond Asphalt and Plowing	\$5,000.00
114	Don's Garbage and Pest Control	\$900.00
115	Hospital	\$100.00

> >> < <<

Check#	Vendor	Amount
100	Telephone Company	\$55.00

Save Close

On the Outstanding Checks screen:

- Select and move all of the checks that have cleared the bank from the Outstanding Checks box to the Cleared Checks box. The ">" button will move the individually-highlighted check(s); the ">>" button will move all checks. You can also move an individual check by double-clicking on the check. The "<" and "<<" buttons allow you to move checks out of the Cleared Checks box. Click the Save button when all of the checks that have cleared the bank have been moved to the Cleared Checks box. Then close the Outstanding Checks screen.

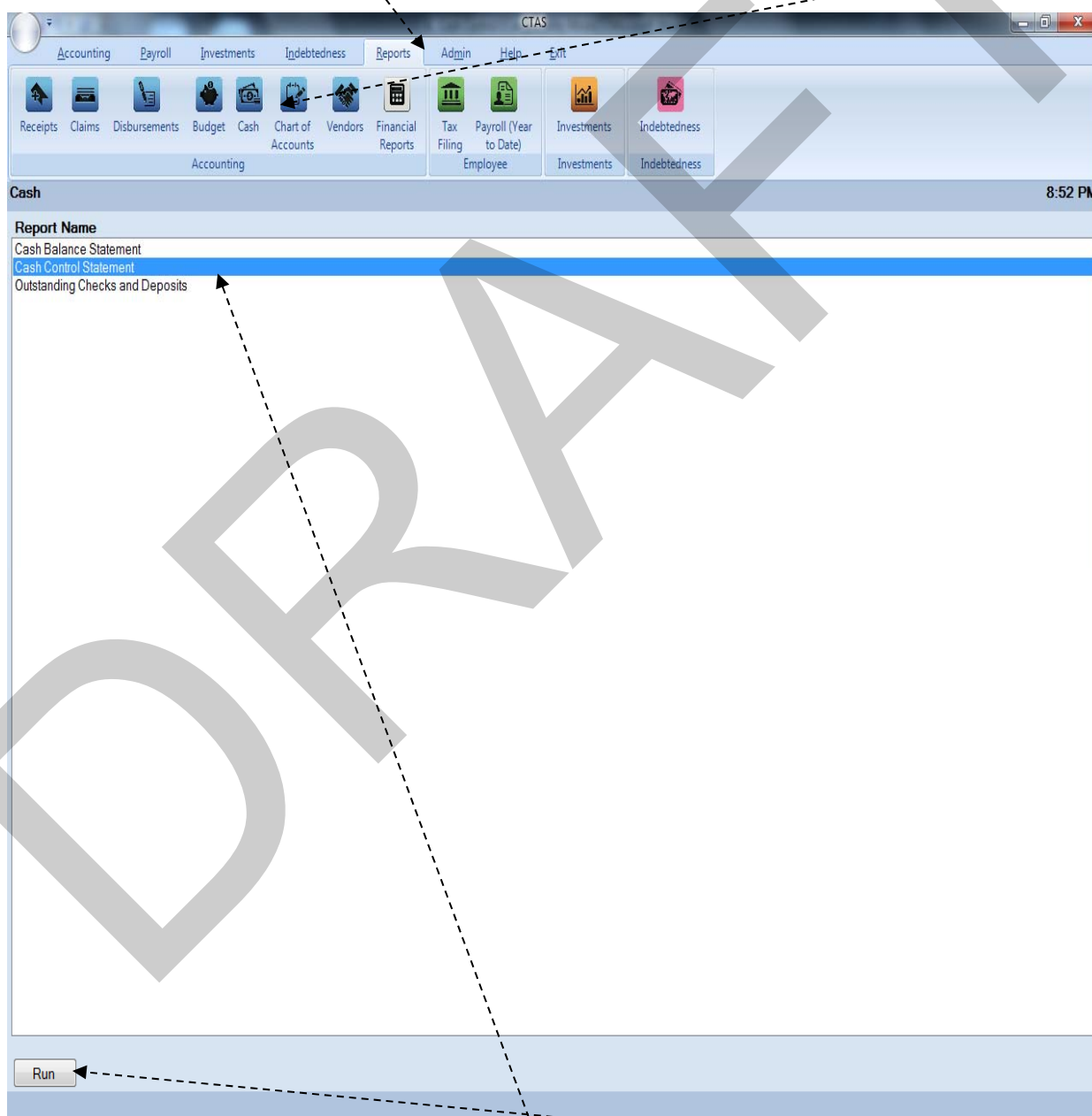
Note: The Get Cleared Checks button is a search feature that allows you to select a range of dates, then display all checks in that range that have been cleared within the date range selected.

Cash Control: Reconciling the Bank Statement (continued)

Printing a Cash Control Statement

The Cash Control Statement is used to reconcile your CTAS account records with the bank statement. When the bank statement is reconciled, the amount in the “Total Per Bank Statement” column will match the ending balance on your bank statement.

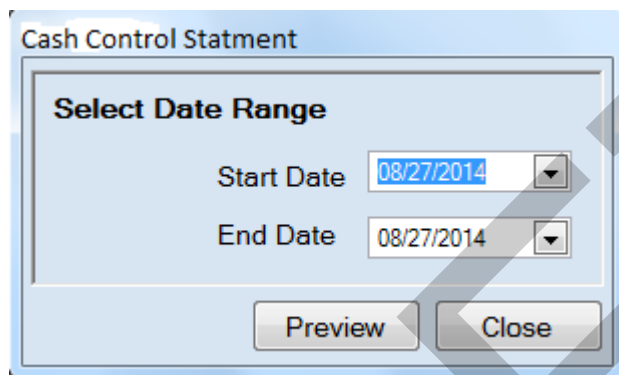
After the deposits and checks have been marked as cleared, print a Cash Control Statement to compare your balance with the balance on your bank statement. To print a Cash Control Statement, click on the Reports tab from the Task Bar. Then select the Cash icon.



To run the Cash Control Statement, highlight the report and click the Run button.

Cash Control: Reconciling the Bank Statement (continued)**Printing a Cash Control Statement (continued)**

Once you have highlighted Cash Control Statement and clicked the Run button on the Reports screen (see previous page), the Cash Control Statement screen will appear:

A screenshot of a software dialog box titled "Cash Control Statment". Inside the dialog, there is a section titled "Select Date Range". Below this title, there are two date selection fields. The "Start Date" field shows "08/27/2014" and the "End Date" field also shows "08/27/2014". Each field has a small downward arrow icon to its right. At the bottom of the dialog, there are two buttons: "Preview" and "Close".

Cash Control Statment

Select Date Range

Start Date 08/27/2014

End Date 08/27/2014

Preview Close

On the Cash Control Statement screen:

- Enter the beginning date of the bank statement in the Start Date field.
- Enter the ending date of the bank statement in the End Date field.

Cash Control: Reconciling the Bank Statement (continued)

Printing a Cash Control Statement (continued)

- Click the print Preview button. The print preview (Report Viewer screen) appears, as shown below.
- After reviewing the report, click on the Printer icon to begin the printing of the report.

Report Viewer

1 / 1

SAP CRYSTAL REPORTS

Main Report

New Township Cash Control Statement 08/27/2014

For the Period : 08/27/2014 To 08/27/2014

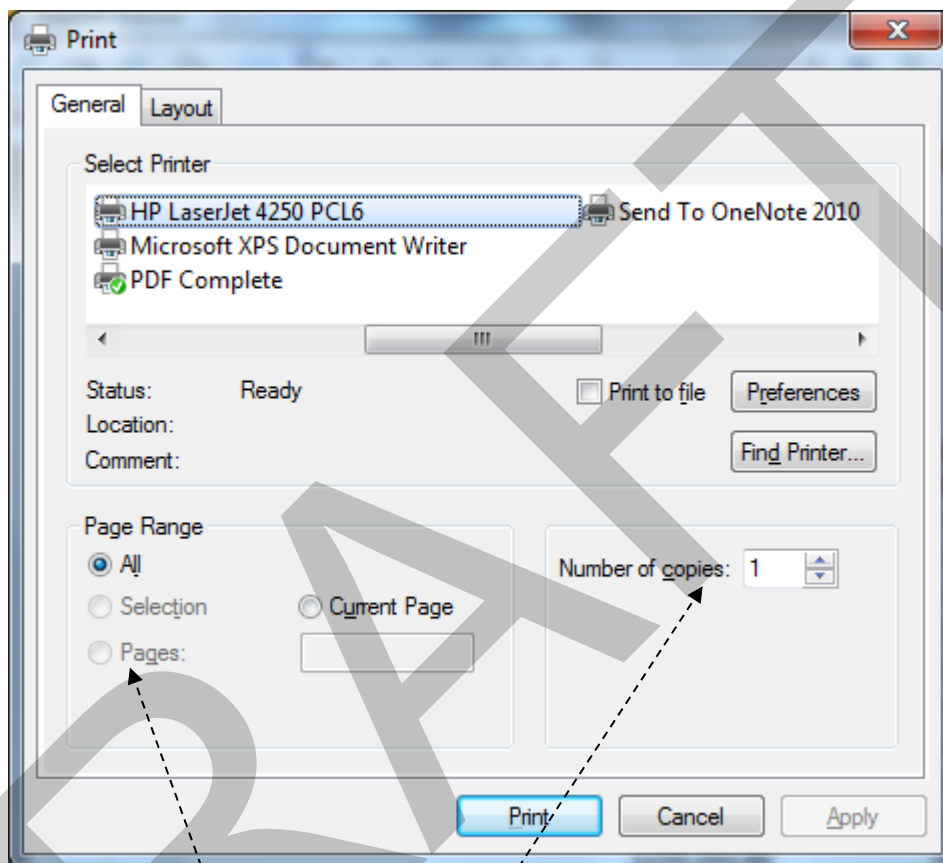
Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Funds	\$121,692.06	\$0.00	\$0.00	\$121,692.06	\$141,765.00	\$40,072.94	\$20,000.00
Special Revenue Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Road and Bridge	\$45,320.14	\$0.00	\$0.00	\$45,320.14	\$66,000.00	\$30,679.86	\$10,000.00
Community Development	\$14,600.00	\$0.00	\$0.00	\$14,600.00	\$15,100.00	\$5,500.00	\$5,000.00
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Permanent Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$43,603.29	\$0.00	\$0.00	\$43,603.29	\$15,100.00	\$6,496.71	\$35,000.00
Internal Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$225,215.49	\$0.00	\$0.00	\$225,215.49	\$237,965.00	\$82,749.51	\$70,000.00

Report Last Updated: 08/29/2014 Page 1 of 1

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Cash Control: Reconciling the Bank Statement (continued)**Printing a Cash Control Statement (continued)**

- After clicking on the Printer icon, the Print screen appears:



By clicking the Pages radio button, you can choose to print only certain pages of the report. The Number of copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. A sample of the report is shown on the next page.

To close the printing of the report:

- Click the red “X” icon on the Report Viewer screen.
- Click the Close button on the Cash Control Statement screen.

Cash Control: Reconciling the Bank Statement (continued)**Printing a Cash Control Statement (continued)****Sample Cash Control Statement**

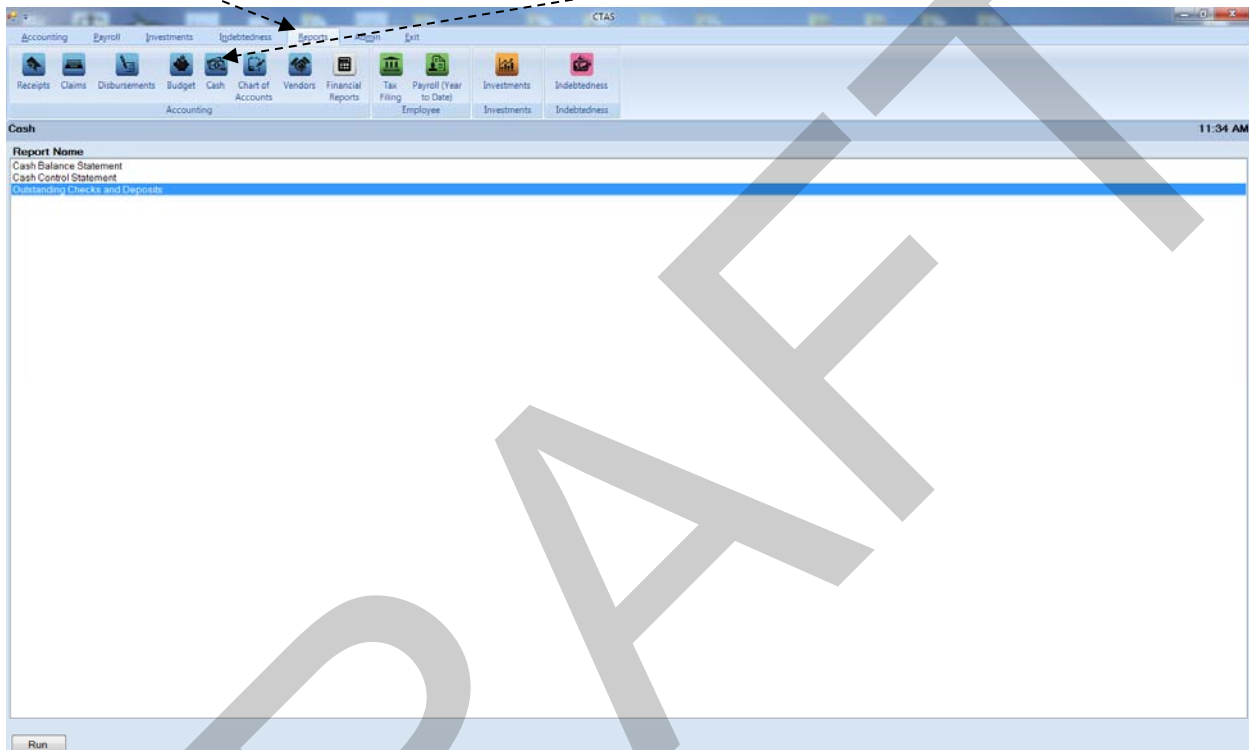
New Township		Cash Control Statement					08/27/2014
For the Period :		08/27/2014 To 08/27/2014					
Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Funds	\$121,692.06	\$0.00	\$0.00	\$121,692.06	\$141,765.00	\$40,072.94	\$20,000.00
Special Revenue Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Road and Bridge	\$45,320.14	\$0.00	\$0.00	\$45,320.14	\$66,000.00	\$30,679.86	\$10,000.00
Community Development	\$14,600.00	\$0.00	\$0.00	\$14,600.00	\$15,100.00	\$5,500.00	\$5,000.00
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Permanent Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$43,603.29	\$0.00	\$0.00	\$43,603.29	\$15,100.00	\$6,496.71	\$35,000.00
Internal Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$225,215.49	\$0.00	\$0.00	\$225,215.49	\$237,965.00	\$82,749.51	\$70,000.00

Report Last Updated: 08/29/2014

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Cash Control: Reconciling the Bank Statement (continued)**Printing an Outstanding Checks and Deposits Report**

In addition to the Cash Control Statement, a report listing the outstanding deposits and checks can be printed. To print the Outstanding Checks and Deposits report, click on the Reports tab from the Task Bar. Then select the Cash icon.



Cash Control: Reconciling the Bank Statement (continued)**Printing an Outstanding Checks and Deposits Report (continued)**

Once you have highlighted Outstanding Checks and Deposits and clicked the Run button on the Reports screen (see [previous page](#)), the print preview (Report Viewer screen) appears, as shown below. After reviewing the preview, click on the Printer icon to begin the printing of the report. By clicking the red "X" you can close the print preview (Report Viewer screen).

Report Viewer

SAP CRYSTAL REPORTS

Main Report

New Township Outstanding Checks and Deposits in Transit Report 08/27/2014

Date of Report : 08/27/2014

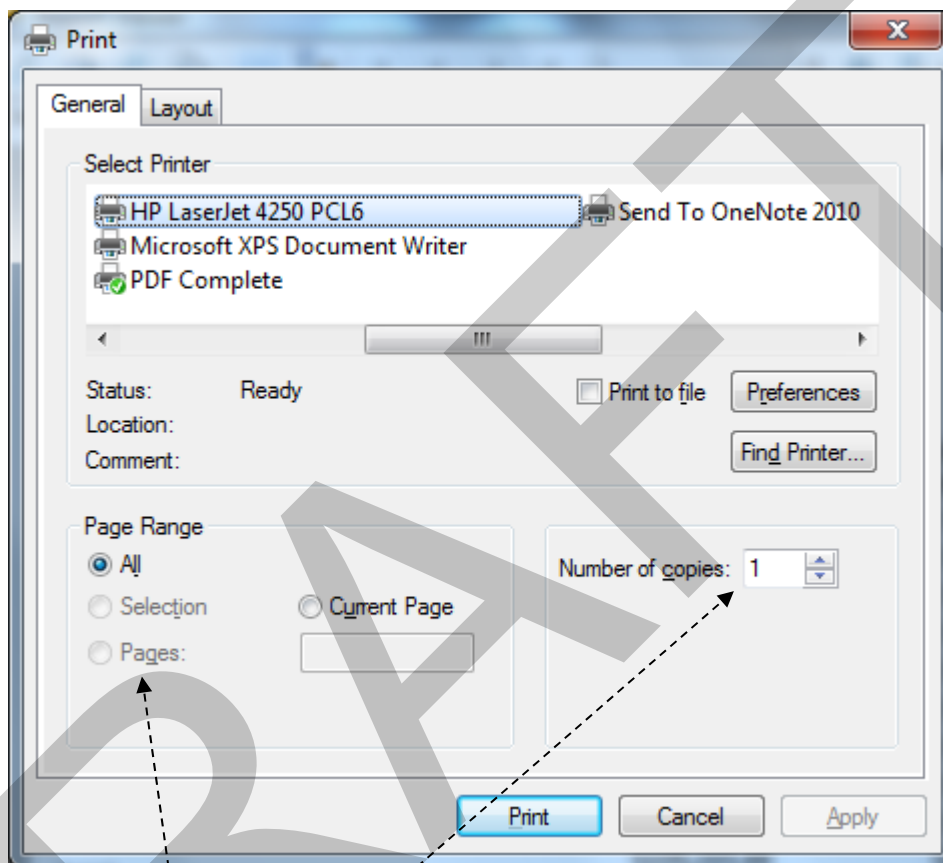
Outstanding Checks

Date of Check	Check Number	To Whom Paid	Check Amount
01/30/2014	100	Telephone Company	\$55.00
01/30/2014	101	WE Energies	\$255.00
01/30/2014	102	Shirley Jones	\$25.00
01/30/2014	103	Post Master	\$60.00
02/03/2014	IAD1	CD	\$5,000.00
02/26/2014	104	Post Master	\$25.00
02/26/2014	105	Telephone Company	\$58.00
02/26/2014	106	WE Energies	\$295.00
02/26/2014	107	Northern Tool	\$300.00
04/02/2014	TSF422014	Road and Bridge Fund	\$5,000.00
03/31/2014	108	Telephone Company	\$80.00
03/31/2014	109	WE Energies	\$190.00
04/30/2014	110	Credit Union	\$300.00
03/31/2014	IAD2	CD	\$5.00
07/21/2014	111	Post Master	\$1,000.00
07/21/2014	112	Public Safety	\$10,000.00
07/21/2014	113	Diamond Asphalt and Paving	\$5,000.00
07/21/2014	114	Don's Garbage and Pest Control	\$900.00
07/21/2014	115	Hospital	\$100.00
07/21/2014	116	Library and Park	\$4,000.00
07/21/2014	117	HRA-EDA	\$2,000.00
07/21/2014	118	Misc. Expenses	\$10,000.00
07/21/2014	119	Other Financing Sources	\$2,000.00
07/21/2014	120	Credit Union	\$1,000.00
07/21/2014	TSF7212014	Water and Sewer Fund	\$1,000.00
07/21/2014	121	Expenses - Water and Sewer	\$5,000.00
07/21/2014	TFS7142014	General Fund	\$100.00
01/10/2014	01	Payroll Period Ending 01/10/2014	\$1,032.42
01/24/2014	02	Payroll Period Ending 01/24/2014	\$268.79
01/24/2014	03	Payroll Period Ending 01/24/2014	\$96.13
01/24/2014	04	Payroll Period Ending 01/24/2014	\$26.17
01/24/2014	05	Payroll Period Ending 01/24/2014	\$434.84
01/24/2014	06	Payroll Period Ending 01/24/2014	\$1,113.70
01/24/2014	07	Payroll Period Ending 01/24/2014	\$194.11
02/21/2014	08	Payroll Period Ending 02/07/2014	\$1,118.76
02/21/2014	09	Payroll Period Ending 02/21/2014	\$255.09
02/21/2014	10	Payroll Period Ending 02/21/2014	\$96.13
02/21/2014	11	Payroll Period Ending 02/21/2014	\$26.17
02/21/2014	12	Payroll Period Ending 02/21/2014	\$328.63
02/21/2014	13	Payroll Period Ending 02/21/2014	\$1,070.53
02/21/2014	14	Payroll Period Ending 02/21/2014	\$51.76
02/21/2014	15	Payroll Period Ending 02/21/2014	\$203.45

Current Page No.: 1 Total Page No.: 3 Zoom Factor: 100%

Cash Control: Reconciling the Bank Statement (continued)**Printing an Outstanding Checks and Deposits Report (continued)**

- After clicking on the Printer icon, the Print screen appears:



By clicking the Pages radio button, you can choose to print only certain pages of the report. The Number of copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the red “X” icon on the System Reports screen.

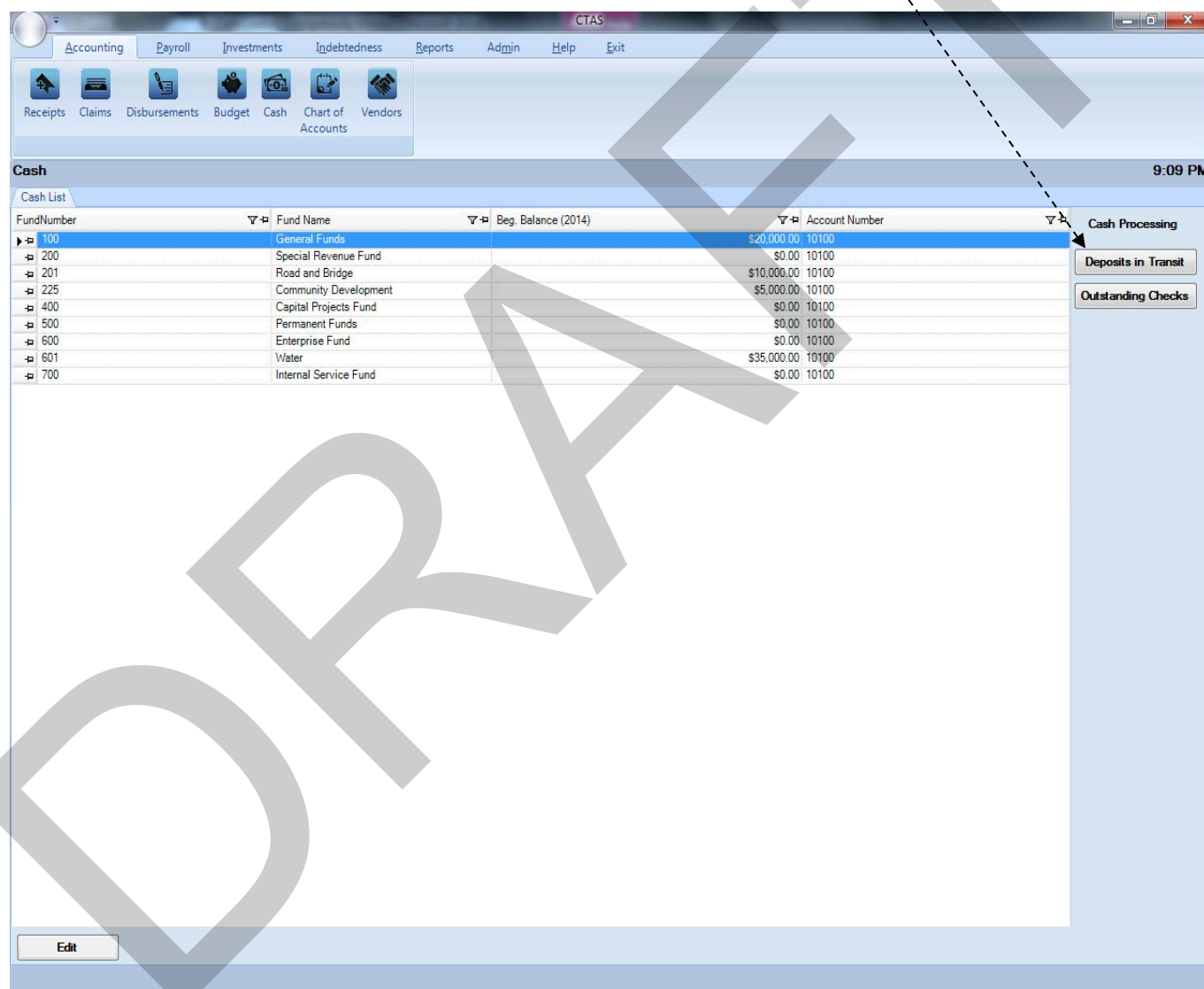
Cash Control: Reconciling the Bank Statement (continued)**Printing an Outstanding Checks and Deposits Report (continued)****Sample Outstanding Checks and Deposits Report**

New Township		Outstanding Checks and Deposits in Transit Report		08/27/2014
Date of Report : 08/27/2014				
Outstanding Checks				
Date of Check	Check Number	To Whom Paid	Check Amount	
01/30/2014	100	Telephone Company	\$55.00	
01/30/2014	101	WE Energies	\$255.00	
01/30/2014	102	Shirley Jones	\$25.00	
01/30/2014	103	Post Master	\$60.00	
02/03/2014	IAD1	CD	\$5,000.00	
02/26/2014	104	Post Master	\$25.00	
02/26/2014	105	Telephone Company	\$58.00	
02/26/2014	106	WE Energies	\$295.00	
02/26/2014	107	Northern Tool	\$300.00	
04/02/2014	TSF422014	Road and Bridge Fund	\$5,000.00	
03/31/2014	108	Telephone Company	\$80.00	
03/31/2014	109	WE Energies	\$190.00	
04/30/2014	110	Credit Union	\$300.00	
03/31/2014	IAD2	CD	\$5.00	
07/21/2014	111	Post Master	\$1,000.00	
07/21/2014	112	Public Safety	\$10,000.00	
07/21/2014	113	Diamond Asphalt and Paving	\$5,000.00	
07/21/2014	114	Don's Garbage and Pest Control	\$900.00	
07/21/2014	115	Hospital	\$100.00	
07/21/2014	116	Library and Park	\$4,000.00	
07/21/2014	117	HRA- EDA	\$2,000.00	
07/21/2014	118	Misc. Expenses	\$10,000.00	
07/21/2014	119	Other Financing Sources	\$2,000.00	
07/21/2014	120	Credit Union	\$1,000.00	
07/21/2014	TSF7212014	Water and Sewer Fund	\$1,000.00	
07/21/2014	121	Expenses - Water and Sewer	\$5,000.00	
07/21/2014	TFS7142014	General Fund	\$100.00	
01/10/2014	01	Payroll Period Ending 01/10/2014	\$1,032.42	
01/24/2014	02	Payroll Period Ending 01/24/2014	\$268.79	
01/24/2014	03	Payroll Period Ending 01/24/2014	\$36.13	
01/24/2014	04	Payroll Period Ending 01/24/2014	\$26.17	
01/24/2014	05	Payroll Period Ending 01/24/2014	\$434.84	
01/24/2014	06	Payroll Period Ending 01/24/2014	\$1,113.70	

Cash Control: Reconciling the Bank Statement (continued)**Changing the Amount for a Cleared Receipt**

There may be times when you need to change the total amount of a deposit to reconcile with the bank statement. The following pages will describe how to unclear a receipt and change the total amount.

There are two options for changing the receipt to indicate it has not cleared the bank. The first option is in the Cash section. Begin by clicking the Deposits in Transit button.



Cash Control: Reconciling the Bank Statement (continued)**Changing the Amount for a Cleared Receipt (continued)**

After clicking the Deposits in Transit button, the Deposit In Transit screen will appear:

Deposits In Transit

DepositID	Amount
(01/29/2014) -	\$9,100.00
(02/02/2014) -	\$10.00
(03/31/2014) -	\$505.00
(04/02/2014) -	\$5,000.00
(04/10/2014) -	\$5,000.00
(04/23/2014) -	\$25,000.00
(05/14/2014) -	\$1,000.00
(07/18/2014) -	\$15.00
(07/21/2014) -	\$172,200.00

Cleared Deposits

DepositID	Amount
(01/02/2014) -	\$20,120.00
(01/15/2014) -	\$15.00

Buttons: >, >>, <, <<, Save, Close

On the Deposit In Transit screen:

- Select and move the deposit(s) to be changed from the Cleared Deposits box (on the right) to the Deposits in Transit box (on the left). The "<" button will move the individually-highlighted deposit(s); the "<<" button will move all deposits. You can move an individual deposit by double-clicking on the deposit.
- Click the Save button to accept the changes.
- Follow the instructions for changing a receipt, as shown on the next page.

Cash Control: Reconciling the Bank Statement (continued)**Changing the Amount for a Cleared Receipt (continued)**

The second option for changing the receipt is to use the Receipts Module. To go to that module, select the Accounting tab from the Task Bar, then click on the Receipts icon.

Receipts 9:19 PM

Receipts List Add Receipt

Search By: Receipt Date 01/01/2014 To 08/27/2014 Search

Date	Receipt No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
01/02/2014	1	Above County	1st Half Tax Settlement	\$20,000.00	No	No	(01/02/2014) -	
01/02/2014	2	Jane Doe	Building Permit	\$120.00	No	No	(01/02/2014) -	
01/15/2014	3	John Doe	Dog Licenses	\$15.00	No	No	(01/15/2014) -	
01/29/2014	4	State of Minnesota	Gas Tax	\$7,500.00	No	No	(01/29/2014) -	
01/29/2014	5	Ed Win	Water and Sewer Conne..	\$300.00	No	No	(01/29/2014) -	
01/30/2014	6	Water-Sewer Billing	January W & S Payments	\$1,300.00	No	No	(01/29/2014) -	
02/02/2014	7	The Bank	Checking Interest	\$10.00	No	No	(02/02/2014) -	
02/11/2014	8	Ed Furling	Dog Licenses	\$15.00	No	No	(07/18/2014) -	
03/31/2014	9	The Bank	Interest on CD	\$5.00	No	No	(03/31/2014) -	
03/31/2014	10	State of Minnesota	DNR - Snowmobile Trail..	\$500.00	No	No	(03/31/2014) -	
04/02/2014	TSF422014	General Fund	Transfer in to Road and..	\$5,000.00	No	No	(04/02/2014) -	
04/10/2014	12	Jones Asphalt	Sale of Grader	\$5,000.00	No	No	(04/10/2014) -	
04/23/2014	13	The Bank	Plow Truck - Loan Proc..	\$25,000.00	No	No	(04/23/2014) -	
05/14/2014	IAW3	CD	Deposit from CD	\$1,000.00	No	No	(05/14/2014) -	
07/21/2014	14	Above County	Misc. Taxes	\$8,000.00	No	No	(07/21/2014) -	
07/21/2014	15	Township Residents	Special Assessments	\$5,000.00	No	No	(07/21/2014) -	
07/21/2014	16	Federa Government	Grants and Aids	\$10,000.00	No	No	(07/21/2014) -	
07/21/2014	17	State of Minnesota	Grants and Aids	\$10,000.00	No	No	(07/21/2014) -	
07/21/2014	18	Above County	Grants and Aids	\$2,000.00	No	No	(07/21/2014) -	
07/21/2014	19	City of There	IRRRB Grant and Other..	\$2,000.00	No	No	(07/21/2014) -	
07/21/2014	20	Town Residents	Charges for Services	\$20,000.00	No	No	(07/21/2014) -	
07/21/2014	21	Bad Guys	Fines and Forfeits	\$1,000.00	No	No	(07/21/2014) -	
07/21/2014	22	The Bank	Plow Truck - Loan Proc..	\$10,000.00	No	No	(07/21/2014) -	
07/21/2014	23	The Bank	Plow Truck - Loan Proc..	\$500.00	No	No	(07/21/2014) -	
07/21/2014	24	Citizen	Donation	\$100.00	No	No	(07/21/2014) -	
07/21/2014	25	Above County	Grants and Aids	\$2,500.00	No	No	(07/21/2014) -	
07/21/2014	TSF7212014	General Fund	Transfer In to Water Se..	\$1,000.00	No	No	(07/21/2014) -	
07/21/2014	27	The Bank	Sewer Bond	\$10,000.00	No	No	(07/21/2014) -	
07/21/2014	TFS72014	Sewer Fund	Transfer to Gen Fund	\$100.00	No	No	(07/21/2014) -	
07/21/2014	28	Above County	Property Tax	\$90,000.00	No	No	(07/21/2014) -	

2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV 6) Print

Highlight a receipt and select the View/Edit button or double click on a receipt.

Cash Control: Reconciling the Bank Statement (continued)

Changing the Amount for a Cleared Receipt (continued)

This will open the receipt in a new tab.

The screenshot shows the CTAS Receipts form. At the top, there are tabs for Accounting, Payroll, Investments, Indebtedness, Reports, Admin, Help, and Exit. Below these are icons for Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, and Vendors. The Receipts tab is active, showing a list of receipts with one receipt selected. The receipt details are as follows:

Field	Value
Receipt Number	1
Receipt Date	01/02/2014
Deposit Date/ID	(01/02/2014) -
Received From	Above County
Description	1st Half Tax Settlement

On the right side, there is a Summary section with the following values:

Summary	Amount
Total	\$20,000.00
Distributed	\$20,000.00
Difference	\$0.00

Below the receipt details is the Account Distribution table:

Fund Number	Account Number	Program Code	Amount	Investment	Debt
100: General Funds	31005: Property Taxes			\$10,000.00	
201: Road and Bridge	31005: Property Taxes			\$5,000.00	
225: Community Developme...	31005: Property Taxes			\$5,000.00	

At the bottom of the form, there are buttons for 'Delete Selected Records', 'Import from File', 'Save', and 'Cancel'.

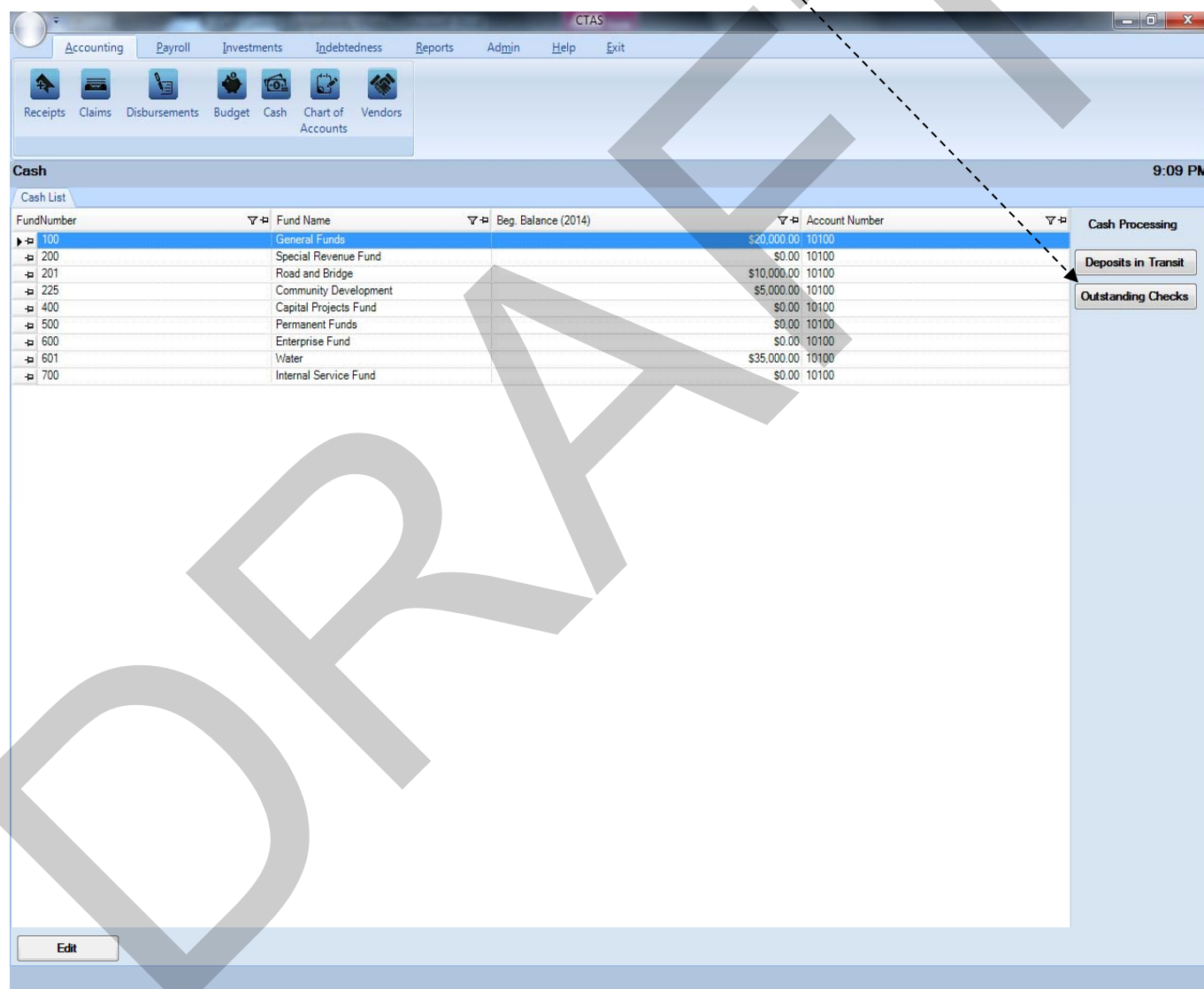
In the opened receipt tab:

- Click the Cleared box to remove the "X".
- Click the Save button. Close the receipt by clicking the "X".
- Open the receipt that was just closed again.
- Make your changes to the receipt. This can include checking the Cleared box to show the receipt has cleared the bank.
- Click the Save button. Then select the "X" to close the receipt tab.

Cash Control: Reconciling the Bank Statement (continued)**Changing the Amount for a Cleared Check**

There may be times when you need to change the total amount of a check to reconcile with the bank statement. The following pages will describe how to unclear a disbursement (check) and change the total amount.

There are two options for changing a check to indicate it has not cleared the bank. The first option is in the Cash section. Begin by clicking Outstanding Checks button.



Cash Control: Reconciling the Bank Statement (continued)**Changing the Amount for a Cleared Check (continued)**

After clicking the Outstanding Checks button, the following screen will appear:

Outstanding Checks

Cleared Checks Date Range

Start Date: 07/01/2014 End Date: 07/31/2014 [Get Cleared Checks]

Check#	Vendor	Amount
101	WE Energies	\$255.00
102	Shirley Jones	\$25.00
103	Post Master	\$60.00
IAD1	CD	\$5,000.00
104	Post Master	\$25.00
105	Telephone Company	\$58.00
106	WE Energies	\$295.00
107	Northern Tool	\$300.00
TSF422014	Road and Bridge Fund	\$5,000.00
108	Telephone Company	\$80.00
109	WE Energies	\$190.00
110	Credit Union	\$300.00
IAD2	CD	\$5.00
111	Post Master	\$1,000.00
112	Public Safety	\$10,000.00
113	Diamond Asphalt and Plowing	\$5,000.00
114	Don's Garbage and Pest Control	\$900.00
115	Hospital	\$100.00

> >> < <<

Cleared Checks

Check#	Vendor	Amount
100	Telephone Company	\$55.00

Save Close

On the Outstanding Checks screen:

- Select and move the check(s) to be changed from the Cleared Checks box (on the right) to the Outstanding Checks box (on the left). The "<" button will move the individually-highlighted check(s); the "<<" button will move all checks. You can also move an individual check by double-clicking on the check.
- Make your changes to the check.
- Click the Save button to accept the changes. Then close the Outstanding Checks screen.
- Follow the instructions for changing a disbursement (check), as shown on the next page.

Cash Control: Reconciling the Bank Statement (continued)**Changing the Amount for a Cleared Check (continued)**

The second option for changing is to use the Disbursements Module. To go to that module, click on the Accounting tab in the Task Bar, then select the Disbursements icon.



To change a check, highlight the check and click the View/Edit button or double click it. A new check tab will open.

Cash Control: Reconciling the Bank Statement (continued)

Changing the Amount for a Cleared Check (continued)

Disbursements 9:28 PM

Disbursements List Add Disbursement 01 x

* Check Number 01

* Check Date 01/10/2014

* Payroll Period Ending 01/10/2014

* Description

Cleared ☐

Notes

Occurrence Date

New Edit

Summary

Total	\$ 1,032.42
Distributed	\$1,032.42
Difference	\$0.00

Account Distribution

Fund Number	Account Number	Object Code	Program Code	Amount	Investment ID	Debt ID
201: Road and Bridge	43121: Paved Streets	101: Wages and Salaries.F...		\$516.21		
201: Road and Bridge	43125: Ice and Snow Removal	101: Wages and Salaries.F...		\$516.21		

Delete Selected Records

Import from File Save Cancel

On the Updating Disbursements screen:

- Click the Cleared box to remove the “X”.
- Click the Save button. Then close the individual check tab.
- Open the check again in a new tab.
- Make your changes to the check. This can include checking the Cleared box to show the receipt has cleared the bank.
- Click the Save button. Then close the individual check tab.

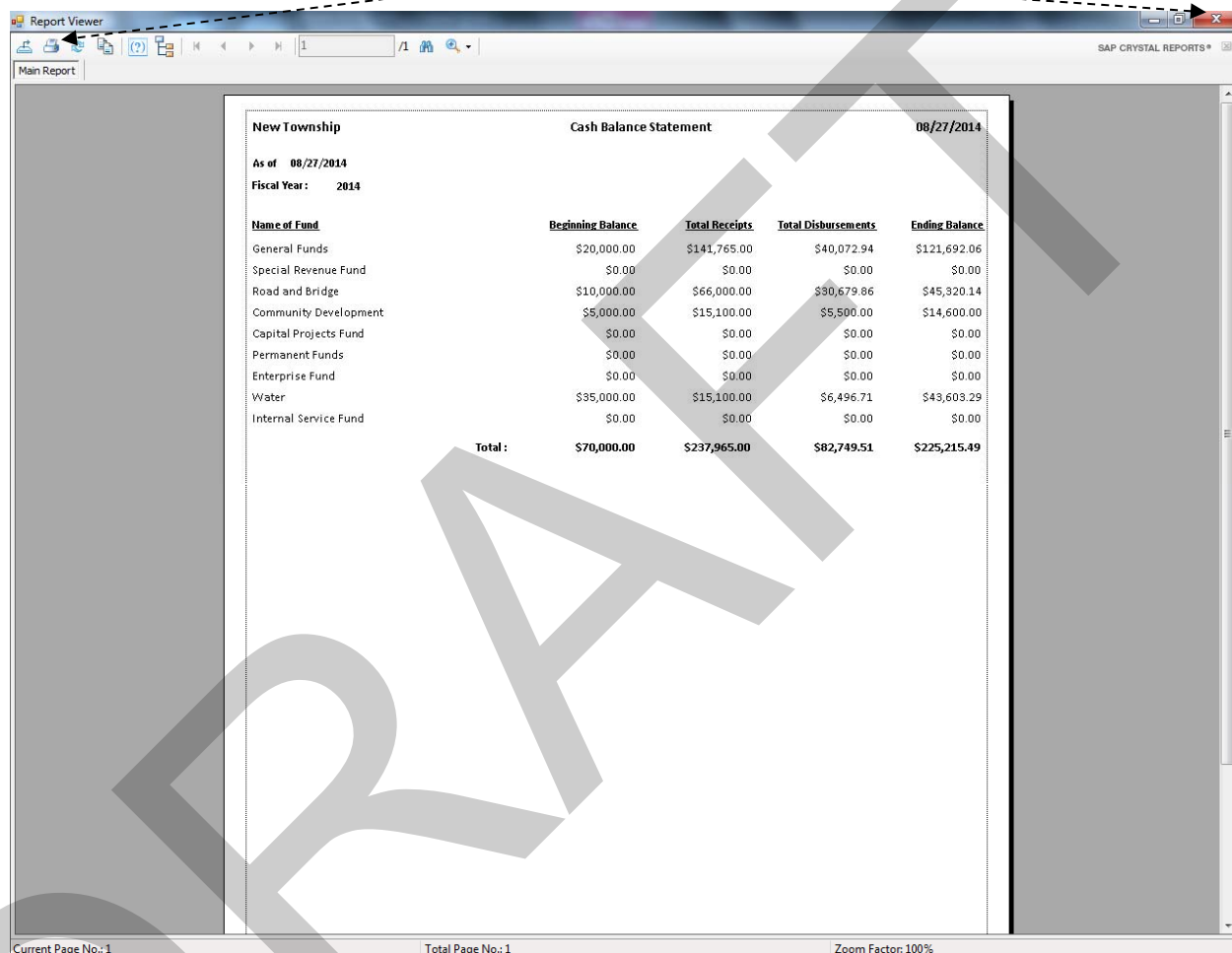
Cash Control: Printing a Cash Balance Statement

A Cash Balance Statement will print the cash balances for each fund as of the current date. To print a Cash Balance Statement, click on the Reports tab from the Task Bar. Then Select the Cash icon.



Cash Control: Printing a Cash Balance Statement (continued)

Once you have highlighted Cash Balance Statement and clicked the Run button on the Reports screen (see page 6-25), the print preview (Report Viewer screen) appears, as shown below. After reviewing the preview, click on the Printer icon to begin the printing of the report or close the report by selecting the red “X”



Report Viewer
Main Report

New Township
As of 08/27/2014
Fiscal Year: 2014

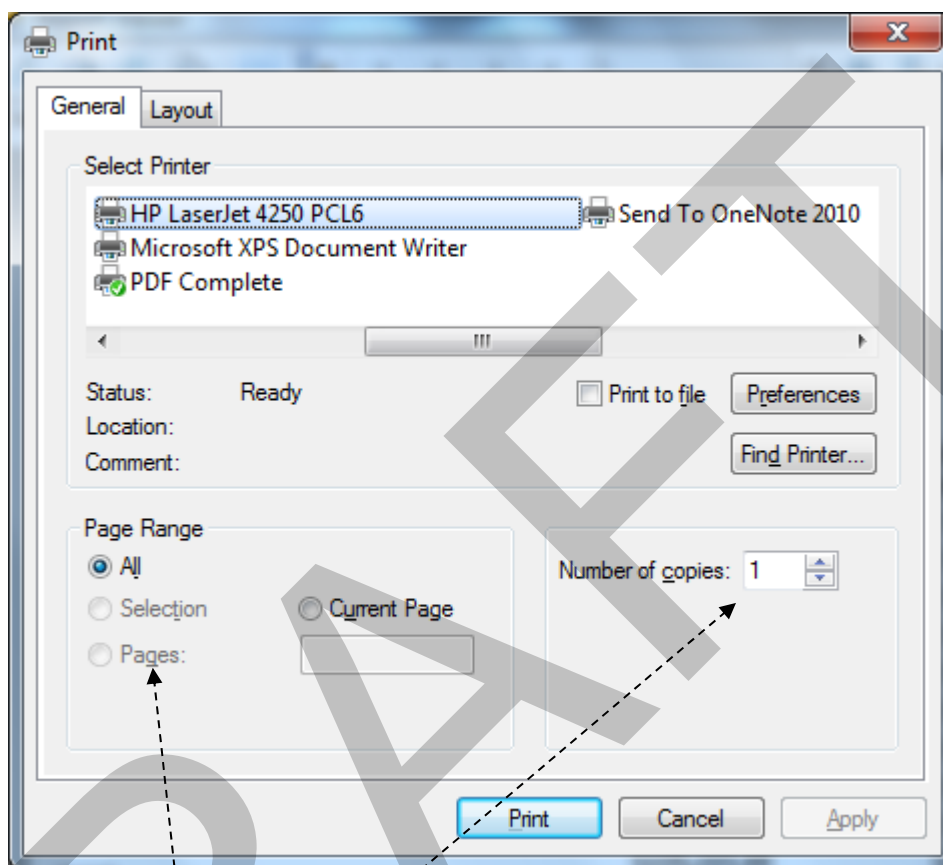
Cash Balance Statement
08/27/2014

Name of Fund	Beginning Balance	Total Receipts	Total Disbursements	Ending Balance
General Funds	\$20,000.00	\$141,765.00	\$40,072.94	\$121,692.06
Special Revenue Fund	\$0.00	\$0.00	\$0.00	\$0.00
Road and Bridge	\$10,000.00	\$66,000.00	\$30,679.86	\$45,320.14
Community Development	\$5,000.00	\$15,100.00	\$5,500.00	\$14,600.00
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
Permanent Funds	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$35,000.00	\$15,100.00	\$6,496.71	\$43,603.29
Internal Service Fund	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$70,000.00	\$237,965.00	\$82,749.51	\$225,215.49

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Cash Control: Printing a Cash Balance Statement (continued)

- After clicking on the Printer icon, the Print screen appears:



By clicking the Pages radio button, you can choose to print only certain pages of the report. The Number of copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the red “X” icon on the System Reports screen.

Cash Control: Printing a Cash Balance Statement (continued)

Sample Cash Balance Statement

New Township		Cash Balance Statement			08/27/2014
As of 08/27/2014					
Fiscal Year: 2014					
<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>	
General Funds	\$20,000.00	\$141,765.00	\$40,072.94	\$121,692.06	
Special Revenue Fund	\$0.00	\$0.00	\$0.00	\$0.00	
Road and Bridge	\$10,000.00	\$66,000.00	\$30,679.86	\$45,320.14	
Community Development	\$5,000.00	\$15,100.00	\$5,500.00	\$14,600.00	
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	
Permanent Funds	\$0.00	\$0.00	\$0.00	\$0.00	
Enterprise Fund	\$0.00	\$0.00	\$0.00	\$0.00	
Water	\$35,000.00	\$15,100.00	\$6,496.71	\$43,603.29	
Internal Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	
Total :	\$70,000.00	\$237,965.00	\$82,749.51	\$225,215.49	